CollegeBoard

Planning Rooms and Preparing Rosters
for the SAT, PSAT™ 10, and PSAT™ 8/9

Now is the time to begin refining your room plans. We recommend the Test Center Supervisor and the SSD Coordinator work together to confirm the students testing and finalize room planning. Begin by having the Test Center Supervisor pull the list of Pre-ID'd students from the Secure Site. This should be the list of the students who will be testing. In addition the SSD Coordinator should pull the Nonstandard Accommodations Report (NAR) and the eligibility roster from the SSD Online system. You'll use the combination of these three lists to group students into room categories. Once you've identified the number of students in each group, you will determine the total number of rooms using the guidelines provided in the testing manual.

➤ SAT

You are going to mark each student into one of 4 room categories

1) standard;

2) roster non-standard;

3) NAR non-standard; and

4) State-Allowed. Use the chart below to group students accordingly.

Test Center Supervisors will be responsible for overseeing the testing of the following groups of students. Once grouped, the Test Center Supervisor should use the list of grouped students as their roster on test day.

Standard Testing Room(s)
The standard room will include students testing without accommodations as well as those testing with the following accommodations:

002 Large print test book – 14 point	**005** Large-block answer sheet
006 Magnifier	**041** Written copy of oral instructions
042 Permission for food/medication	**043** Wheelchair accessibility
051 Preferential seating	**052** Write answers in test book
053 Other Assistance – Center Testing	**066** Auditory amplification/FM system
069 Small group setting	

Roster Non-Standard Testing Room(s)
Students testing with some common accommodations will also test under the Test Center Supervisor. These students will test in rooms separate from the standard room(s) and students with the same timing should be grouped into individual rooms. For example, you will need 3 separate rooms if you have students testing with 50% extended time for reading (entire test), students testing with extended time on the essay only, or students testing with 50% extended time only on the math section.

015 Other Assistance – School Testing	**039** Extended breaks
016 50% extended time Reading (entire test)	**040** Extra breaks
017 50% extended time Writing (Essay only)	**068** Permission to test blood sugar
018 50% extended time Math (Math Test only)	**151** Four-function calculator on Math Test – No Calculator section

SSD Coordinators will be responsible for overseeing testing in the NAR non-standard room and the state allowed accommodations room. The SSD Coordinator will use the non-standard accommodations roster (NAR), accessed from SSD Online.

NAR Non-Standard Testing Room(s)

Students with different accommodations can be grouped into the same room provided they have the same timing or an accommodation that won't be disruptive to other students in the room. For example, if you have students that will be testing with large print 20 pt., Braille, 100% extended time reading, and a reader, you will need three rooms because students with large print and braille accommodations can be tested in the same room.

003 Large print – 20 pt.	**022** 100% ext. time Writing (Essay only)
023 100% ext. time Math (Math Test only)	**026** Greater than 100% Reading
004 Large print > 20 pt.	**027** Greater than 100% Writing
007 Magnifying machine	**028** Greater than 100% Math
008 Braille	**044** Breaks as needed
009 Braille Graphs (used with Braille or audio)	**063** One- to-one testing
011 Reader	**064** School testing (no center)
012 MP3 Audio format	**065** Late start time
013 Writer/scribe to record responses	**067** Home testing
014 Computer for Essay only	**070** Limited testing time
021 100% ext. time Reading (entire test)	**150** Assistive Technology Compatible (ATC) format

State-Allowed Room(s)

Students testing with State-Allowed Accommodations will test in rooms separate from other standard or accommodated students because the scripting and test materials are different. Students with different accommodations can be grouped into the same room provided they have the same timing or an accommodation that won't be disruptive to other students in the room.

090 Sign language Interpreter	**096** Use of bilingual dictionary or glossary
113 Translated Instructions – Spanish	**114** Translated Instructions – Non Spanish
118 Sign the Reading and Writing	**119** Responds in ASL for Reading/Writing
121 Responds in ASL for Mathematics	**123** 50% ext. time Reading (entire test)
126 50% extended time Writing (Essay only)	**131** 50% ext. time Math (Math only)

➤ PSAT 8/9 and PSAT 10

You are going to mark each student into one of 3 room categories

  1) Standard;

  2) Non-Standard; and

  3) State-Allowed. Use the chart below to group students accordingly.

Test Center Supervisors will be responsible for overseeing the testing of the following groups of students. Once grouped, the Test Center Supervisor should use the list of grouped students as their roster on test day.

Standard Testing Room(s)	
The standard room will include students testing without accommodations as well as those testing with the following accommodations:	
002 Large print test book – 14 point	**005** Large-block answer sheet
006 Magnifier	**041** Written copy of oral instructions
042 Permission for food/medication	**043** Wheelchair accessibility
051 Preferential seating	**052** Write answers in test book
053 Other Assistance – Center Testing	**066** Auditory amplification/FM system
069 Small group setting	

SSD Coordinators will be responsible for overseeing testing in the NAR non-standard room and the state allowed accommodations room. The SSD Coordinator will use the non-standard accommodations roster (NAR), access from SSD Online, on test day.

Non-Standard Testing Room(s)	
The non-standard room includes students testing with the following accommodations. Students with different accommodations can be grouped into the same room provided they have the same timing or an accommodation that won't be disruptive to other students in the room. For example if you have students that will be testing with large print 20 pt., Braille, 50% extended time reading, 100% extended time reading, and a reader, you will need four rooms because the student with large print and Braille can test in the same room.	
003 Large print – 20 pt.	**026** Greater than 100% Reading
004 Large print > 20 pt.	**027** Greater than 100% Writing
007 Magnifying machine	**028** Greater than 100% Math
008 Braille	**039** Extended breaks
009 Braille Graphs (used with Braille or audio)	**040** Extra breaks
011 Reader	**044** Breaks as needed
012 MP3 Audio format	**063** One- to-one testing
013 Writer/scribe to record responses	**064** School testing (no center)
014 Computer for Essay only	**065** Late start time
016 50% extended time Reading (entire test)	**067** Home testing
017 50% extended time Writing (Essay only)	**068** Permission to test blood sugar
018 50% extended time Math (Math Test only)	**070** Limited testing time
021 100% ext. time Reading (entire test)	**150** Assistive Technology Compatible (ATC) format
022 100% ext. time Writing (Essay only)	**151** Four-function calculator on Math Test – No Calculator section
023 100% ext. time Math (Math Test only)	

SSD Coordinators (continued)

State-Allowed **Room(s)**	
Students testing with State-Allowed Accommodations will test in rooms separate from other standard or accommodated students because the scripting and test materials are different. Students with different accommodations can be grouped into the same room provided they have the same timing or an accommodation that won't be disruptive to other students in the room.	
090 Sign language Interpreter	**096** Use of bilingual dictionary or glossary
113 Translated Instructions – Spanish	**114** Translated Instructions – Non Spanish
118 Sign the Reading and Writing	**119** Responds in ASL for Reading/Writing
121 Responds in ASL for Mathematics	**123** 50% ext. time Reading (entire test)
126 50% extended time Writing (Essay only)	**131** 50% ext. time Math (Math only)